# SNP Memo #2019-2020-47

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 22, 2020

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: CEP Identified Student Percentage (ISP) Report and Application Deadline

This memo provides additional information about the Community Eligibility Provision (CEP) Identified Student Percentage (ISP) Report for June 1, 2020, and the CEP application deadline as first outlined in Superintendent’s Memo #081-20 and in SNP (Dir.) Memo #2019-2020-38.

### Identified Student Percentage Data and Report

The deadline to determine the direct certification (DC) and enrollment data for the ISP Report moved from April 1, 2020, to June 1, 2020. The deadline to submit the ISP Report in SNPWeb moved from April 15, 2020, to June 15, 2020. A checklist of information with step-by-step instructions for the CEP ISP Report is Attachment A to this memo.

* If the official planned closing date of the school year for your local educational agency (LEA) was prior to June 1, 2020, use the enrollment report and the DC documentation for the planned closing date on the official [2019-2020 school calendar](http://www.doe.virginia.gov/directories/sch_division_locales_schedules/2019-2020-division-calendars.pdf).
* Complete a DC matching process in SNPWeb with the May 2020 Department of Social Services (DSS) data prior to June 1, 2020. Upload the newly DC eligible students to your local eligibility software. Include these newly eligible students in your report of identified students.
* To help you maximize identified students, prepare the data, and keep good documentation, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) created an e-learning video for the ISP Report. The video is available on the [VDOE-SNP webpage](http://www.doe.virginia.gov/support/nutrition/index.shtml).

### Community Eligibility Provision 2020-2021 Application Deadline

The deadline to submit an application to participate in CEP for the 2020-2021 school year moved from June 30, 2020, to July 31, 2020. A Superintendent’s Memo will provide CEP application details on June 12, 2020.

All schools and school divisions with an ISP of 40 percent or more should consider applying to participate in CEP for the 2020-2021 school year. Estimates in Attachment A to SNP (Dir.) Memo #2019-2020-38 showed more than 25 additional school divisions could adopt CEP divisionwide with an LEA ISP of 50 percent or greater. Participating in CEP would: increase food security for families during these uncertain times by providing nutritious breakfast and lunch meals to all students at no cost; eliminate unpaid meal debt; and, reduce the eligibility, verification, and point of sale counting and claiming burden for school nutrition programs.

If you have questions, please contact your assigned SNP Regional Specialist or Lynne Fellin, SNP Technical Assistance Specialist, at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov).

SCC/LAF/cc

### Attachment

1. SNPWeb CEP ISP Report Checklist 2020